

early **learning** academy  
at  
Bay Area Christian School

**Parent Handbook**  
**Policies and Procedures**  
**2020-2021**  
(revised 2/2020)

Jason Nave, Head of School

Melissa Hale, ELA Director  
Anita Pierce, Assistant Director / Registrar  
Magdalena VanHook, Assistant Director  
Melissa Garrison, Assistant Director  
Amanda Baldwin, Assistant Director  
Lauri Bell, Assistant Registrar

4800 W. Main St.  
League City, TX 77573  
281-554-7011  
[www.bacschool.org](http://www.bacschool.org)  
preschool@bacschool.org

For over 126 years, Bay Area Church has been influencing the community for the glory of God. Originally named Clear Creek Baptist Church, it served as the first church on the mainland of Galveston County. Nine years later, the church was renamed First Baptist Church League City and began to gather momentum in impacting the Kingdom of God through planting several area churches, initiating viable ministries, and ministering to the community through significant points in history such as The Storm of 1900, The Great Depression, and World War I.

Through the contentious and forward planning of the church, Bay Area Christian School was started in 1973. Over the next decade, a new property of 50 acres was purchased, the church and school moved campuses, and the church added Bay Area to its name. Buildings, programs, and ministries increased over the coming years as God blessed the efforts of those seeking to glorify Him.

There is no other organization like the church – the bride of Christ. Bay Area Christian School operates as a ministry of Bay Area Church and identifies and claims the same beliefs as the church. It is a privilege to have a Christian school that the church champions in an effort to impact God’s kingdom. The schools mission of offering Christian values and quality academic endeavors to make disciples, equip families, and serve the world with the Gospel of Jesus Christ as a ministry of Bay Area Church. As the school has celebrated over forty years of service to the church and the community, we pray that God will continue to use it to be a blessing to the community, the church, and to Him.

Jason Nave  
Head of School

# BAY AREA CHRISTIAN SCHOOL

## Early Learning Academy

### STATEMENT OF FAITH

We believe in the following:

#### GOD

We believe in one triune God who has eternally existed in three persons; the Father, the Son Jesus Christ, and the Holy Spirit. Each member of the Godhead is co-equal in essence, power, and glory; and yet, is nevertheless distinct in person.

Genesis 1:1, 26, 27, 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 2 Corinthians 13:14

#### THE FATHER

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise.

Genesis 1:1, 2:7; Exodus 3:14, 6:2-3, 15:11ff, 20:1ff; Leviticus 22:2; Deuteronomy 6:4, 32:6

#### THE SON, JESUS CHRIST

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to Earth to reign as King of kings and Lord of lords.

Matthew 1:22,23; Isaiah 9:6; John 1:1-4, 14:10-30; Hebrews 4:14, 15; I Corinthians 15:3,4

#### THE HOLY SPIRIT

The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer spiritual gifts for the edification of the body. As Christians we seek to live under His control daily.

II Corinthians 3:17; John 16:7-13, 14:16,17; Acts 1:8; I Corinthians 2:12, 3:16; Ephesians 1:13, 5:18

#### THE BIBLE

We believe the Bible, consisting of the 66 books of the Old and New Testament, to be the only verbally inspired Word of God, the final authority for faith and life, inerrant in the manuscripts, infallible, and God-breathed.

2 Timothy 3:16, 1:13; 2 Peter 1:20-21; Psalm 119:105,160, 12:6; Proverbs 30:5

#### HUMANS

Humans were created good and in the image of God, to be like Him in character and represent Him on Earth. Therefore, humans are the apex of God's creation. Tragically, through Adam's sin, the entire race fell from this purpose, inherited a sinful nature, and became alienated from God. In this state, humans are totally unable to remedy their lost condition, and destined for eternal punishment in Hell. This condition and destination can only be remedied through the atoning sacrifice of Jesus on the cross and personal faith in Him.

Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a, 59:1,2; Romans 3:23, 8:19-21

#### SALVATION

We believe that salvation is the free gift of God brought to man by grace and received through personal faith in the Christ Jesus as Lord and Savior. This free gift is in no way the result of personal effort or of good works but, instead, displays the grace, love, and mercy of God. Once an individual expresses true personal faith in Jesus, they are adopted by God and are forever held by His persevering grace. Further, there is no salvation apart from personal faith in Jesus Christ as Lord. Biblically, salvation includes regeneration, justification, sanctification, and glorification.

- Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart brought about by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior.
  - Justification is the point at which God declares believers righteous based on the completed work of Christ on the cross.
  - Sanctification is the lifelong process, beginning with regeneration, by which God through the work of the Spirit moves believers toward moral and spiritual maturity.
  - Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.
- Genesis 3:15; Exodus 3:14-17, 6:2-8; Matthew 1:21, 4:17, 16:21-26, 27:22-28:6; Luke 1:68-69

## BAPTISM

Baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus.

Matthew 3:13-17, 26:26-30, 28:19-20; Mark 1:9-11, 14:22-26; Luke 3:21-22, 22:19-20; John 3:23; Acts 2:41-42, 8:35-39, 16:30-33, 20:7; Romans 6:3-5

## THE LORD'S SUPPER

The Lord's supper is one of the two ordinances of the church, is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

I Corinthians 10:16, 21, 11:23-29; Colossians 2:12

## THE CHURCH

The church is both local and universal. The universal Church includes all of those in the world who confess Christ both past and present. The local church is a local expression of the universal church and is comprised of regenerated believers who, in obedience to scripture, organize under biblically qualified leadership, come together regularly for preaching and worship, observe ordinances of baptism and the Lord's Supper, are held accountable through discipleship, and go out into the world to fulfill the Great Commandment and the Great Commission as missionaries for the glory of God and the salvation of humanity.

Matthew 16:15-19, 18:15-20; Acts 2:41-42, 47, 5:11-14, 6:3-6, 13:1-3, 14:23, 27, 15:1-30, 20:28

## ETERNITY

People were created to exist forever. We will either exist eternally separated from God by sin in Hell, or eternally with God through the forgiveness and salvation found in Jesus Christ alone. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence.

John 3:16, 14:17; Romans 6:23, 8:17-18; Revelations 29:15; I Corinthians 2:7-9

## THE RETURN OF JESUS

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the Earth, will gather His people from throughout the world, and will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever with the Lord.

Isaiah 2:4, 11:9; Matthew 16:27, 18:8-9, 19:28, 24:27, 30, 36, 44, 25:31-46, 26:64; Mark 8:38

## MARRIAGE AND FAMILY

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one man and one woman in the covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility

to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant-leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her

husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in the managing of the household and nurturing of the next generation. Children, from the moment of conception are

a blessing and heritage from the Lord. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; I Samuel 1:26-28; Psalm 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; I Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; I Timothy 5:8,14; II Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; I Peter 3:1-7.

**PARENT HANDBOOK**  
**Early Learning Academy at Bay Area Christian School**  
**Table of Contents**

Page 7: Mission Statement  
    Welcome – Open door policy  
    Hours of Operation  
    Application, Acceptance and Enrollment

Page 8: Programs: P2, K3, K4, Bridge, Plus Programs (A.M. / P.M.), Stay & Play

Page 9: Curriculum

Page 10: Staff  
    Tuition and Fees / Program Withdrawal Procedure  
    School Closure / Bad Weather  
    School Calendar and School Holidays

Page 11: Dress Code / School Supplies  
    Withdrawals and Services Discontinued  
    Inappropriate Parent / Guardian Behavior

Page 12: Lunches and Snacks  
    Health of Children

Page 13: Health of Children (continued)

Page 14: Security  
    Emergency Evacuation and Relocation Plan  
    Arrival and Departure Procedure  
    Late Arrival / Early Pick-up Procedure

Page 15: Rest / Nap Time  
    Custody Issues  
    CPS Visits  
    Parent Classroom Visits  
    Parent Conferences  
    Parent Participation

Page 16: Communication  
    Discipline

Page 17: Suspension / Reasons Included, But Not Limited To  
    Biting Policy  
    Potty Trained Policy

Page 18: Conflict Resolution  
    Fire Drill / Storm Drill / Lockdown Drill  
    Gang Free Zone  
    Minimum Standards / State Licensing DFPS

Page 19: Nursing Mothers  
    Transportation  
    Field Trips  
    Water Activities  
    Animals at School  
    Holiday Parties and Birthdays  
    Child Product Safety Commission recall awareness

## **MISSION STATEMENT**

Our mission is to extend the ministry of the church by providing a safe, Christ-centered, and developmentally appropriate education for young children.

We do not discriminate regarding race, creed, or origin.

## **WELCOME**

We want all families to feel welcome at the Early Learning Academy at Bay Area Christian School. Meet-The-Teacher will be scheduled one week prior to the first day of school for all part-time and full-time families. We have an open door policy and are available at any time to discuss questions and concerns regarding your child. We are a ministry of Bay Area Church and an extension of Bay Area Christian School.

## **HOURS OF OPERATION 7:00a.m. – 6:00p.m. (during the school year, see annual calendar)**

- **Part-time classes** are held Monday - Thursday 8:30 AM - 12:00 PM. Late pick-up charge begins at **12:10p.m.** at the rate of \$1 per minute.
  - Check our program options on the Tuition and Fees page. Check calendar for holidays.
  - **Stay & Play** hours are 12:00 PM - 2:00 PM Late pick-up charges begin at **2:10** at the rate of \$1 per minute.
- **Full-time classes** are held Monday through Friday 8:30AM - 2:30PM Late pick-up fee begins at **2:40p.m.** at the rate of \$1 per minute.
  - **A.M. Plus care** is 7:00a.m. - 8:30a.m.
  - **P.M. Plus care** is 2:30p.m. - 6:00p.m. Late pick-up fee begins at **6:01** at the rate of \$1 per minute
- **Summer Camps:** Times and dates will be available on our website beginning mid March. Summer camps are available to current students as well as the public, as long as all required paperwork is submitted with the registration form.
- **Program options:** on our website ([www.bacschool.org](http://www.bacschool.org)) listed under Tuition and Fees
- **School calendar:** on our website

## **APPLICATION, ACCEPTANCE, ENROLLMENT**

**For the 2020-21 school year**

January 1-31: New Student Applications accepted (online)

February 1 - 28: Priority re-enrollment for current ELA families (online)

March 1: All applications are reviewed in order they are received online / confirmation of acceptance begins for New Student Applications

**For the 2021-22 school year (this is a change)**

January 1-31: Priority re-enrollment for current ELA families (online)

February 1: New Student Applications accepted (online) / Open Enrollment begins

### **Applications**

- **Current** students will complete the re-enrollment packet online beginning **Jan. 1**
- Registration for **NEW** students opens February 1 (online). Applications are reviewed in order they are received
- No new applications for the current school year are accepted after March 31.

**Acceptance** into the ELA program occurs when:

1. The application has been **submitted online** with the **\$75 application fee**. This is non-refundable under any circumstances.
2. Availability has been **confirmed** by the ELA registrar via phone / email and acceptance is confirmed.
3. **FACTS** (tuition management system) account has been set up by parent. This will be used to pay the registration / supply fee and tuition.
4. **Registration / Supply Fee** (see Tuition and Fees chart online) has been paid online via FACTS (this must be paid within the time-frame given by registrar, usually 24-48 hours after acceptance confirmed).

**Enrollment** is complete when the following items are turned in to the ELA office (**no later than July 15**):

- **ELA Enrollment Form** (this is separate from the Application filled out online)
- **Health-Care Professional's Statement**, signed by physician (page 3 of ELA Enrollment Form)
- **As per Texas law, children that are 4 years old and above by Sept. 1 of the current school year must have a vision and hearing screening before the beginning of school.** (page 4 of the ELA Enrollment Form)
- **Immunization Record** (or exemption as specified by the Texas Department of State Health Services rules in 25 TAC 97.62 relating to exclusions from compliance)
- **Birth Certificate**
- **Parent Handbook Acknowledgement Form**
- **Student Information Form** (to help the teacher get to know your child prior to 1<sup>st</sup> day)
- Failure to submit the above required forms by **July 16** may result in the child being **moved to the wait list**.

**Enrollment after September 30 screening:**

- Academic / behavior screening may be done to ensure the child will have a good fit into the available space.
- A 4-week probationary period may be necessary.

**PARENTS / GUARDIANS ARE RESPONSIBLE FOR NOTIFYING THE ELA OFFICE IN WRITING WITH ANY CHANGES TO INFORMATION PROVIDED ON THE ENROLLMENT FORM.** Email the ELA office at [preschool@bacschool.org](mailto:preschool@bacschool.org). We want to provide the best care for your child, and from time to time we will need to contact you.

The Parent Handbook is subject to change as needed, and parents will be notified via email of any changes.

## **PROGRAMS : P2, K3, K4, BRIDGE, PLUS CARE, STAY & PLAY**

### **P2 Classes (12 students)**

A child must be 2 years old on or before **September 1** to be enrolled in this class. Part-time classes available M/W and/or T/Th 8:30-12:00. Full-time classes available M-F 8:30-2:30 with before and after school care available.

### **K3 Classes (16 students)**

A child must be 3 years old on or before **September 1** and **independently potty trained to enroll in a three-year-old class**. See our **Potty Trained Policy on page 17**. Part-time classes are available M-Th or T-Th 8:30-12:00 with Stay & Play available. Full-Time classes are available M-F 8:30-2:30 with before and after school care available.

### **K4 Classes (16 students)**

A child must be 4 years old on or before **September 1** and **independently potty trained** to enroll in a four-year-old class. See our **Potty Trained Policy on page 17**. Part-time classes are available M-Th or T-Th 8:30-12:00 with Stay & Play available. Full-time classes are available M-F 8:30-2:30 with before and after school care available.

### **Bridge Classes (16 students)**

A child must be 5 years old by Dec. 31 to be enrolled in the Bridge class. A child must be completely potty trained to enroll in the Bridge class. See our **Potty Trained Policy on page 17**. To qualify for the Bridge class a child must:

- **Turn 5 on or before Sept.1( 1st priority)**

- **Turn 5 on or before Dec. 31** or have a recommendation from his/her K4 teacher from ELA (2<sup>nd</sup> priority)
- **Exhibit self-control and have minimal issues with behavior.** If, after 6 weeks of school, it is determined that a child's behavior is disrupting the class and preventing the teacher from implementing the curriculum to the other students, the child will be moved to a regular full-time K4 class if space is available. **If space is not available, the child will be dismissed from the program.**

## PLUS CARE PROGRAM (A.M & P.M.)

The Plus Care option is available only to full-time students (M-F). Monthly advanced sign-up is mandatory and is not available as a drop-in. We **do not** receive children before 7:00a.m.

Plus Care A.M. option may arrive anytime between 7:00a.m. and 8:30a.m.

Plus Care P.M. option may stay anytime between 2:30p.m. and 6:00p.m.

A late fee of \$1.00 per minute begins at 6:01.

## STAY & PLAY PROGRAM

- Hours are 12:00p.m. – 2:00 p.m. / late fee after **2:10** pick-up at the rate of \$1 per minute
- Available for our K3 & K4 Part-Time classes only (not available for P2)
- **Available spots are contingent upon available staffing** – early sign-up may prevent frustration
- \$10 per day if you sign up for all of the days offered in a month
- \$12 per day if you sign up for any other day(s)
- No refunds unless four business days notice has been given
- Billed through FACTS account
- Parents send a lunch / drink with child (see "Lunch" section for details)
- No Sign-Up Form = No Stay & Play
- Children that have been in time-out during the regular school day often do not have enough self-control to have an extended day. If this is the case, as determined by the child's teacher, the parent will be called to pick the child up at the regular time of 12:00. The missed Stay & Play day can be used at another date.

Sign-up sheets will be sent home prior to the beginning of each month. Forms can also be obtained from the receptionist. Sign-up forms must be submitted to the receptionist **four** business days in advance.

Stay & Play is designed to provide parents with an extended day while giving the child a fun afternoon with his/her friends. After lunch, the children enjoy a more relaxed atmosphere of play and outdoor fun. This program provides flexibility to accommodate changing schedules.

## CURRICULUM

A child's growth and development is viewed as a process, not an event. The following curriculum is implemented:

- *Handwriting Without Tears* is used to promote fine motor development in K3, K4, Bridge
- *Gospel Light* is our Bible curriculum for all classes ([www.gospellight.com](http://www.gospellight.com))
- *Frog Street Toddlers*: P2 classes ([www.frogstreet.com](http://www.frogstreet.com))
- *Frog Street Three's*: K3 classes ([www.frogstreet.com](http://www.frogstreet.com))
- *OWL (Opening a World of Learning)*: K4 and Bridge classes ([www.pearsonschool.com](http://www.pearsonschool.com))

**♪♪♪Music** classes are held each day. Every class attends music each day. Our music teacher shares her love of music with the children using a variety of fun activities.

**†Chapel** is held each Wednesday in the Worship Center for all ELA students except the P2 T-Th class. BACS staff leads chapel as we are joined by kindergarten through second grade students at BACS.

## STAFF

- All of our teachers are experienced in teaching young children.
- Throughout the year our staff participates in conferences and workshops specifically designed for teachers of preschoolers. Our staff brings years of education, training, and experience to our program.
- Each staff member is required to have 24 hours of training each school year.
- Staff has received CPR and first aid training.
- All staff participates in annual training on preventing and responding to child abuse and neglect. This includes awareness of child symptoms and warning signs that a child may be a victim. All ELA staff members are mandatory reporters.
- Teacher and assistant in all classes
- We do not hire temporary staff from any outside source.
- The ELA does not require vaccines for our employees.

## TUITION & FEES / PROGRAM WITHDRAWALS DUE TO NON-PAYMENT / WITHDRAWAL FEE

### **Fees are non-refundable under any circumstances**

**Tuition and Fees:** For current tuition rates and fees go to our website [www.BACSSCHOOL.ORG](http://www.BACSSCHOOL.ORG) (ELA is under "Academics"). Tuition rates are found under the tab "Important Links" then go to "Registration and Fees".

- All payments (tuition, A.M Plus, P.M. Plus, Stay & Play) are made through your **FACTS account**. Questions regarding your account may be directed to [finance@bacschool.org](mailto:finance@bacschool.org). Summer Camp payments are paid online through **Paylt**.
  - Any FACTS account that is **30-days delinquent** will result in dismissal from the ELA program.
  - Any FACTS account that is **15-days delinquent** will result in the student being blocked from class until arrangements can be made for payment.
  - Tuition or Fees returned NSF(thru FACTS) must be paid within 5 business days of NSF date. On the 6<sup>th</sup> business day, the child will be blocked from class until payment is received in the financial office.
  - A parent will be notified by the BACS financial office and/or the ELA registrar of possible dismissal. However, it is the parent / guardian responsibility to pay financial obligation on time.
  - All payments must be paid online or directly to the Finance office (in person). **No payments may be received by any ELA staff member.**

**Withdrawals:** There is a withdrawal fee equal to one month's tuition of the Program the child is enrolled. This fee is charged regardless of the reason for the withdrawal / services discontinued (see section on Withdrawals and Services Discontinued).

## SCHOOL CLOSURE / BAD WEATHER DAYS

We follow BACS's lead or recommendation concerning bad weather days or cancellation of school days. Check the website [www.bacschool.org](http://www.bacschool.org) for updates. *We will not make up any days missed for bad weather at the end of the year, nor will any adjustments be made to tuition.* As we have seen with hurricanes Ike and Harvey, every effort is made to resume school in a timely manner. However, just because your home / property is not damaged and you are ready to get back to school, does not mean the ELA staff or church property is ready to receive children. Please exhibit patience and offer assistance to those in need in your community.

## SCHOOL CALENDAR & SCHOOL HOLIDAYS

The ELA school calendar is based on Bay Area Christian School. The annual calendar will highlight non-school days and holidays for each month. Our full-time students have a slightly different schedule than BACS and ELA part-time students with regards to student holidays.

A complete school calendar can be found on our website at [www.bacschool.org](http://www.bacschool.org). You may also pick up a paper copy from the ELA office.

## DRESS CODE / SCHOOL SUPPLIES

The Early Learning Academy does not follow the same dress code as BACS for our students. **Play clothes are the best option for school.** We want your child to be comfortable while at school. Please keep in mind that in order to use the restroom independently, buttons and snaps (especially on pants) can be hard to manipulate. Straps on overalls tend to fall into the toilet. Belts are cute, but if your child tends to wait until the last minute to use the restroom, this could prove very frustrating. Also remember, although we use washable paints and markers, clothes can get soiled.

We have a fantastic playground! In order for your child to run, climb, and play safely, we recommend **closed toed shoes, like tennis shoes.** Crocs and flip flops can be hazardous for children as they climb, run, or slide.

**ALL CHILDREN NEED FRESH AIR AND WILL GO OUTSIDE IF THE TEMPERATURE IS BETWEEN 45 AND 95 DEGREES. DRESS YOUR CHILD APPROPRIATELY SO HE/SHE WILL BE COMFORTABLE OUTSIDE.** We always have water available for the children while they are on the playground.

All of the school supplies your child needs are included in the registration fee. We would, however, ask that your child bring a **backpack** and a **pocket folder** (without brads) to school each day. Most children are very excited about getting a new backpack for school. A lunch kit is needed if your child is staying for Stay & Play or is enrolled in our full-time program. **PUT YOUR CHILD'S NAME ON EVERYTHING PLEASE.** Put your child's **FIRST NAME** and **LAST INITIAL** on all of your child's items. The ELA is not responsible for lost items, although every effort is made to return all items to your child's lunch kit and backpack.

## WITHDRAWALS / SERVICES DISCONTINUED (Dismissals is covered in sections on Discipline, Biting, Potty Training Policy)

Withdrawals Procedure:

1. Notify the ELA registrar by filling out a Withdrawal Form (available from the registrar).
2. Two weeks notice is appreciated.
3. A withdrawal fee equal to one month's tuition will be assessed regardless of the reason for the withdrawal / services discontinued (see list below):

The Early Learning Academy at Bay Area Christian School reserves the right to remove a child from our program, discontinue services, or dismiss from the ELA if:

- Parents do not pay tuition obligations in a timely manner (see section under Tuition and Fees)
- Parents fail to provide all required documents listed for enrollment
- Discipline challenges cannot be resolved. Sometimes the ELA is not the right fit for a child. (see Discipline Section)
- Child is not independently potty trained in a program that requires this (see section on our Potty Training Policy)
- A biting issue that has not been resolved (see Biting Policy)
- Our staff/director feels the child is unable to function in our program.
- It has been determined by the ELA director that it is in the best interest of the child or other children in the classroom
- Parents refuse to follow school policies and/or cooperate with staff regarding safety and/or security
- Inappropriate parental or guardian behavior (see section on Inappropriate Parental / Guardian Behavior)

## INAPPROPRIATE PARENT / GUARDIAN BEHAVIOR:

Because our programs are based on developing partnerships with supporting families, it is only on rare occasions that a parent / guardian's actions or requests may warrant the need to find a more suitable setting for their child. Examples of such instances include, but are not limited to:

- A parent/guardian demands special services that are not provided to other children and which our program cannot reasonably deliver, including special requests that are outside the philosophy of our program
- A parent/guardian is physically or verbally abusive to children, staff (ELA, BACS, BAC), or parents

- A parent /guardian uses profanity within the hearing distance of children, staff, or parents while on campus
- Adversarial posture from parent(s) directed at any ELA staff member or the ELA program

## LUNCHES AND SNACKS / FOOD ALLERGIES

The ELA does not have a cafeteria; parents must provide lunch for their student(s) enrolled in the FULL-TIME PROGRAM or STAY & PLAY. *The ELA is not responsible for its nutritional value or for meeting the child's daily food needs.* Here are some helpful things you can do so that mealtime at ELA can be a pleasant, satisfying experience for your child.

- Include only finger foods that your child can eat without assistance.
- **We are unable to heat lunches**
- **Plastic forks and spoons are not provided**
- Any items that need to be cut up (grapes, hotdogs, etc.) should be cut up at home
- Box type juices or milk drinks are nice and don't leak like a thermos sometimes does
- No glass containers of any type, please
- Items that require refrigeration should be placed in a lunchbox with an icepack
- Label everything with **FIRST NAME AND LAST INITIAL** that you want to come back home – including: lunch box, thermos, utensils, etc. The ELA staff is not responsible for lost or misplaced items
- Sippy cups are not allowed in the three, four, or bridge classrooms
- Bottles / pacifiers are not permitted
- **MEDICATION MUST NOT BE PUT IN LUNCHBOX OR BACKPACK.** This includes vitamins and cough drops
- Gum is prohibited for ELA students. Please have your child discard his / her gum in a trashcan prior to entering the classroom
- Breakfast is not served at the ELA for students arriving for A.M. Plus care. Students may eat breakfast (that parent provides) in the A.M. care room if needed
- Students will always have access to fresh drinking water

**Morning snacks** will be provided by the ELA in the regular classrooms for all full-time and part-time classes. There are no snacks provided in the A.M. Plus Care, but a snack will be provided by the ELA in the P.M Plus Care program.

### **FOOD ALLERGIES:**

Parents must provide snacks for students with severe food allergies or sign off / approve the snacks ELA provides. The snack list will be available at "meet-the teacher" and is always posted in the classroom. Parents are also responsible for providing optional snacks/food on classroom party days if the food provided does not meet the child's needs.

## HEALTH OF CHILDREN

In order for your child to be enrolled in our preschool, we must have three things:

- 1) current immunization record (or original copy of Affidavit For Exemption)
- 2) Statement of Health
- 3) By Texas law, a vision and hearing screening is required for students that are 4 years old (as of Sept. 1)

### **Please note:**

- Medications are not administered to students while in our care (except epi pens and inhalers)
- We have "Permission To Administer Medication" forms to fill out for students requiring epi pens / inhalers. The form must be filled out **by a physician** and returned to the nurse at BACS. **After clearance from the BACS nurse, the epi pen or inhaler will remain at the ELA along with the action plan provided by the health care provider.**

- Sunscreen and/or insect repellent may be applied at home, prior to school. The ELA does not apply either to children in our care.
- Quick visual health checks are done as the children arrive each morning. **Children that do not appear well to any ELA staff member will not be allowed to stay for school.**
- The BACS nurse may also assess a child to see if he/she is well enough to participate in ELA activities. **This decision is at the nurse's discretion. Even if a child does not have fever often times he/she is not well enough to attend school.** The parent will be called for pick-up from the BACS nurses office.

**We want to provide a healthy environment for your child. All children engage in numerous monitored handwashing as a proactive activity designed to keep our students healthy. When deciding to send your child to school, please consider if you would want your child to be exposed to a child with similar symptoms.**

Please be aware of symptoms such as a runny nose, sore throat, upset stomach, skin rash, flushed face, paleness etc. If in doubt about the health of your child, please check with your child's physician to see if it is appropriate to send your child to school.

**You must keep your child home if he/she has had any of the following symptoms 24 hours prior to the start of class:**

- Fever (100 or greater)
- Diarrhea
- Vomiting
- Persistent cough that is potentially exposing the students and staff to infection
- Excessive coughing or sneezing
- Pinkeye or other eye infections (all eye infections are contagious, 24 hours on medication before returning to school required)
- A health-care professional has diagnosed the child with a communicable disease. We must have medical documentation to indicate that the child is no longer contagious (see Communicable Disease Policy)

**The following signs / symptoms also prohibit a child from attending class:**

- An illness that prevents the child from participating comfortably in ELA activities including outdoor play
- The illness results in a greater need for care than the caregivers can provide without compromising the health, safety, and supervision of the other children in their care (ex: **continuous runny nose, falls asleep during class, drainage from eyes, recurring bloody nose...**)

Please make sure you keep us posted of any changes in phone numbers. If your child does become sick while at school, we need to be able to contact you. **After a parent has been contacted to pick up a sick child, the parent has 1 hour to pick up the sick child. After one hour, the ELA staff will contact persons on the emergency contact list.**

If your child has an accident during school, an accident report will be filled out and put in your child's home folder. Most of our accidents only require simple first aid (band-aid or ice pack for a bump or scrape).

Parents will always be notified if a child sustains a significant injury, is running fever, or vomits. There is a nurse available in the main school office and we all have access to 911 in the event of an emergency.

Our staff has training in CPR and first aid.

### **Communicable Disease Policy:**

In an effort to keep all children and staff in the ELA healthy, it may be necessary to exclude children that have been diagnosed with a communicable disease. The most common communicable diseases include; pink eye, chicken pox, streptococcal infections, lice, impetigo, fifth's disease. This is not a complete list, go to [www.GCHD.org](http://www.GCHD.org) (for Galveston county) for a complete list. A copy is available to review from any ELA administrative staff. This is compliance with Texas Department of State Health (DSHS) in 25 TAC 97.7.

Children may be re-admitted when:

- Child is free from symptoms of illness for 24 hours; and/or

- You have obtained a health care professional’s statement that the child no longer has an excludable disease or condition

## SECURITY

A SECURITY NUMBER is assigned to every child in our school. This number may be picked up by the child’s parent or guardian during Meet-the-Teacher. When you pick your child up at the end of the school day, your child’s teacher, or staff member, will ask you for this number BEFORE your child will be released. **No number, no child!** These numbers are not given out over the phone. It is a big deal to keep this number with you. If a relative or friend will be picking up your child, notify your child’s teacher in writing AND give him/her the security number. Remember, **NO NUMBER, NO CHILD, NO KIDDING.**

All ELA exterior doors remain locked throughout the school day. Parents are “buzzed” in after visual confirmation is made. Our hallway doors and classroom doors are also locked while school is in session.

Lockdown drills are held four times per year. Our staff is well practiced in our procedures.

## EMERGENCY / EVACUATION RELOCATION PLAN

If it becomes necessary to evacuate the ELA building, we will relocate to the new gym located on the southeast corner of our property.

If it becomes necessary to evacuate from our property at 4800 W. Main St., we will relocate to League City United Methodist Church - 1601 W. League City Pkwy. - League City 77573 - 281-332-1557

Parents will be notified via Renweb.

## ARRIVAL AND DEPARTURE PROCEDURES

Separation anxiety is a normal response for preschoolers. We find that it helps to keep goodbyes short, matter of fact, and cheerful! Then leave without looking back – go well out of sight. Do not go back for one last look or one more goodbye. If you are concerned, ask the director or another staff member to check on your child for you.

State licensing requires that the children are **SIGNED IN AND OUT DAILY by the person dropping them off and picking them up.** Sign-in sheets are on a clipboard by the classroom door. Sign-out sheets are either at the classroom door or on the playground, wherever your child is located. See “Program Section” for specific times.

- Parents will sign children in/out at the classroom door / playground
- Late arrivals / early pick-ups will sign-in/out with the receptionist and the child will be escorted to/from class.
- Parents/guardians may not enter the classroom without checking in at the office / reception area. This includes those requesting early pickup. Failure to comply with this safety measure will result in dismissal from the program. Parents are welcome as long as this safety procedure is followed.

## LATE ARRIVAL / EARLY PICK-UP PROCEDURES

Late arrivals (after 8:50a.m) must sign in at the reception desk and a staff member will take your child to the classroom.

For early pick-up (more than 15 minutes before your child’s scheduled time), you must stop by the reception desk to sign your child out. A staff member will go to your child’s class and get him / her for you. We have found that if one parent shows up at the door, the other children think that it is time to go too!

You (or designated pick-up person) must provide your child’s security number in order to pick-up your child.

## REST / NAP TIME (full-time students only)

All children enrolled in our full-time program will have the opportunity to lie quietly on their mats for approximately 60 minutes. Quiet music is played and the lights are off (large windows provide natural light). It is a period of relaxation for both nappers and non-nappers. For those children that don't fall asleep during the initial quiet time, they will be given opportunities for independent quiet activities. Parents provide naps mats. We have extras in case it is left at home or nap mat is soiled. Parent-provided nap mats will be sent home at the end of the week, unless soiled. Please return clean mats when returning to school.

## CUSTODY ISSUES

The ELA Program requires a copy of custody papers, temporary or permanent (signed by the court Judge). At time of registration, we require that the parents and or legal guardians of the student be listed. If, due to some court ordered action, access to a child is limited, restricted, or denied, the ELA program must have a copy of child custody orders, temporary or permanent. **Without such orders, the information on the registration papers will be used.** In the event the student has a legal guardian, the school should have a certified copy of the guardianship orders.

See our registrar for the ELA Custody Form.

A **Release of Information Form** must be completed by the parent / guardian to disclose or discuss any student with an attorney.

## CPS VISITS (Child Protective Services)

From time to time CPS comes to the ELA requesting to interview a student. We are required to facilitate the visit and are not permitted to forewarn parents / guardians. We are not permitted to stay in the same room during the visit, however, visual supervision by an ELA administrator is maintained during the entire visit.

## PARENT CLASSROOM VISITS

Parents are allowed to visit their child's classroom throughout the year whenever the child is in attendance. Visits should be limited to 5 or 10 minutes, with the exception of class parties. All other visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. There are some specific guidelines that must be followed:

- Upon arrival, the parent must sign in and receive a visitor badge. They must go directly to the classroom or whatever area of the school their child is located (music, playground).
- Upon leaving the classroom, the parent should report to the office to sign out. Please do not visit other areas of the school.
- Due to privacy laws, teachers may not disclose any information about your child to anyone other than the parents or legal guardians without a signed Release of Information form.

## PARENT CONFERENCES

- If you need to schedule a conference with your child's teacher, please contact the ELA office or your child's teacher to set an appointment. A teacher's conference time is her music time. Conferences are limited to 15 minutes to accommodate this schedule.
- Occasionally a bit more time may be allotted on an "as needed" basis.

## PARENT PARTICIPATION

- Each classroom has a room mom (or dad) to help plan parties and special events. Sign-up sheets for this position, or room mom assistants, will be available during "Meet The Teacher" prior to the beginning of

school. Parents are extremely important for the success of the parties! Your child's teacher will be happy to give you details for these events.

- If you have a special talent you would like to share with your child's class, let the teacher know, and she will arrange a time that fits into our curriculum. This especially applies to Community Helper Week and help with our garden boxes located on the playground.

## COMMUNICATION

### Weekly Teacher News / Annual Calendar

### Website / Email Notifications via Renweb

We strive to keep parents current on all of our events and programs as well as daily activities.

- **Annual Calendar:** will list all holidays and school closures.
- **Weekly Classroom Newsletter:** Special events, such as class parties or picture day will be communicated through the weekly newsletter sent home by your child's teacher. It will also include the units of study and academics your child will be learning that week.
- As much as we try to keep our dates correct, they are subject to change. Parents are responsible for checking the child's folder daily for notices and reminders.
- The **email listed on your RENWEB application** will be used for email distribution of ELA notices, reminders, school closures due to weather, and other important information. If there is a change in your email, please update the ELA registrar as soon as possible. Failure to do so could result in missing important safety or emergency notices.

ELA policy prevents distribution of any flyers / advertisements from any outside source.

## DISCIPLINE

We strive to help children be self-managing and socially responsible. Discipline is not punishment; it is the means by which children learn how to live and interact in a social world. Our teachers and staff strive for positive guidance.

Our program:

- Understands how a child develops and learns
- Knows what age-appropriate activities should be provided
- Prepares an appropriate learning environment

There are times when a child makes a choice that is not acceptable. All classrooms have behavior charts that are colored green, yellow, and red.

- Green – everyone starts here each morning
- Yellow – warning, make a better choice
- Red – go to the time-out chair for a 3 minute cooling off period (we use sand timers so the kids can visualize how much time remains).

Positive Reinforcement:

- STAR Breathing technique: Stop / Take A Breath / and Relax
- "I was caught doing something good"
- Teachers gear rewards to meet the need of the classroom, so some variations may occur from classroom to classroom

### **Time-Out with another teacher:**

From time to time students have behavior issues that require removal from the classroom. They include, but are not limited to things such as:

- Hurting the other students (hitting, kicking, spitting, using mean words) after attempts have been made to re-direct.

- Refusing to sit in classroom time-out (hands, feet, and mouth must be in control)
- Disruptive behavior (running around in the classroom, making inappropriate noises / sounds, refusing to comply with the teacher's requests, outbursts...)

Communication will come from the teacher describing the challenge. Parents will be consulted to develop a plan of action.

Most of the time challenges can be worked through, but occasionally the decision is made that the ELA is not a good fit for a student and the student will be dismissed from the program.

### SUSPENSION / REASONS INCLUDED, BUT ARE NOT LIMITED TO:

- **Hitting / Kicking / Spitting on a staff member:** Any child that hits, kicks, or spits on a teacher/staff member intentionally, will be removed from the classroom and taken to the office immediately. The parent will be called for immediate pick-up. The child can return to school the next day.
- **Hitting Other Classmates (with malicious intent, to be determined by ELA staff member):** This does **not** apply to P2 classes. It applies to K3 classes after Christmas break, and all K4 / Bridge classes. If a child hits or kicks other students 4 times within the school year the student will be suspended for one day that he/she would normally attend, immediately following the offense.
- **See Biting Policy section**
- **See Potty Training section**
- **Monthly tuition is not refundable in cases of suspension or dis-enrollment.**

Any serious behavior problems will be brought to the parent's attention after the teacher has evaluated the situation.

*The Director reserves the right to dis-enroll a child if it is in the best interest of the child or other children in the classroom.*

### BITING POLICY

In the event of a biting incident in a classroom, the following guidelines will be followed:

- Parents of both children will receive a "biting incident report" in their child's backpack.
- The parent of the child that was bitten will never be given the name of the biter by the staff of ELA. This information is confidential.
- Likewise, the parents of the child who was doing the biting will never be given the name/names of the child/children he/she bit by the staff of ELA.
- If the incident took place and the teachers are not sure who did the biting, only the parents of the child who has been bitten will receive a report.
- A copy of these reports will be placed in the child's file in the office.

#### **Suspending the child:**

- A child who bites **two (2) times within one week** will be suspended for one day.
- A child who bites **one (1) more time within a week after returning** from the 1 day suspension, will be suspended for 1 week.
- If the child continues to bite upon returning from the one week suspension, an additional week of suspension will be implemented.

### POTTY TRAINED POLICY

Independently potty-trained means:

- The child is able to **inform** the teacher of their need to use the potty
- The child can independently **take clothing off and on**
- The child should **not** be wearing pull-ups

- The child can independently **get on and off the toilet** by themselves
- The child can **wipe** his/her own bottom (you may send flushable wipes if your child needs these)
- The child can **wash** his/her own hands
- **This policy applies to all K3, K4, and Bridge classes.**
- Staff will encourage each child to work through challenges
- **Clothing that is heavily soiled by a bowel movement will be thrown away.** From time to time loose stools soil clothes to the extent they are gathered up and taken to the outside dumpster. Even when placed in a plastic bag, there is no safe place to keep them until a parent arrives.
- We understand that from time to time a child might wait too long before getting to the restroom, but if it happens, the following steps will be taken:
  1. After **one** bathroom accident, the parent will be notified to come to the school and change the soiled clothes. If the parent is not available, the classroom assistant and an assistant from another class will help the child into clean clothes. A “Potty Report” will be sent home. Occasionally a child will get urine on his/her clothes while sitting on the potty, that does not constitute a potty accident.
  2. After **two** bathroom accidents in the same week, parents will be consulted and notified with a cumulative “Potty Report”
  3. After **three** bathroom accidents in a **two week** period, the child will be suspended from the program for **one week** to work on potty training at home. No adjustment in tuition will be made during this suspension. The child can return to the program one week from suspension.

## CONFLICT RESOLUTION

Occasionally misunderstandings occur. In keeping with **Matthew 18:15-17**, the following procedure is followed:

- All questions, challenges, or concerns should be brought promptly to the teacher, parent, or staff member involved (please do not take this to another teacher, parent, or staff member as our teachers and staff have been instructed to redirect concerns to the teacher / staff member / parent involved).
- If the situation cannot be resolved, the assistant director will be asked to become involved.
- If there is still no resolution, the Director will become involved.
- If resolution is still unattained, the Head of School for BACS may be involved.

## FIRE DRILLS / STORM DRILLS / LOCK-DOWN DRILLS

All teachers and staff know where to go and how to proceed with the children during each drill.

**Fire Drill:** once each month

**Severe Weather Drill:** four times per calendar year

**Lock-Down Drill:** four times per calendar year

The main school office is kept informed about any bad weather approaching. They will in turn notify our office. In the event this should happen, the safest place for our children is the ELA restrooms located in the classrooms. All classes have security lights.

## GANG-FREE ZONE

Under the Texas penal code, any area within 1000 feet of the ELA is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

## MINIMUM STANDARDS / STATE LICENSING

If you would like to review the Minimum Standards guiding our program, you may view them at DFPS website [www.dfps.state.tx.us](http://www.dfps.state.tx.us). The local child care licensing office phone number is 713-940-3009 Monday – Friday 8:00-5:00. All suspicions of child abuse and neglect must be reported by calling 1-800-252-5400 or on the website [www.txabusehotline.org](http://www.txabusehotline.org).

A copy of our most recent inspection is posted in the ELA office. If at anytime you wish to contact a member of the ELA administration, you may do so by calling 281-554-7011.

### NURSING MOTHERS

If you have breast feeding needs, please contact the ELA office and we will direct you to a classroom that is not in use.

### TRANSPORTATION

The ELA does not offer transportation to or from school.

### FIELD TRIPS

We do not participate in any field trips. However, we do have visits from police officers, dentists, and other community helpers.

### WATER ACTIVITIES

We do not provide any outdoor water activities.

### ANIMALS

As per the minimum standards, dogs and cats are not allowed on campus unless the following guidelines have been completed:

- 48 hours notice has been given to the teacher and students in the classes affected
- A copy of the current vaccination schedule has been turned in
- A health certificate from a veterinarian has been submitted

There are guidelines for other animals. Please check with the director before bringing any animal, fish, etc. to campus. **This includes show and tell.**

### HOLIDAY PARTIES / BIRTHDAYS

As a Christian program, we will celebrate the following holidays with the appropriate unit of study, parties, crafts, and classroom fun. See "Lunches and Snacks" section regarding students with food allergies.

- Fall / We Are Thankful
- Christmas / Happy Birthday Jesus (no santas please) Let's celebrate the birth of Jesus!
- Easter – no party or easter bunnies, but we will have fun finding plastic eggs with treats and using them in a variety of activities. Our Bible stories show the true meaning of Easter in an age appropriate way, from Palm Sunday to the resurrection of our Lord Jesus Christ and the new life He brings.
- Valentines (students only)
- End of year parties

**Birthday celebrations** are limited to bringing a cookie cake / cookies (no ice cream, cupcakes, or cakes) to be shared with the class during snack time. The teacher **MUST** have **two days notice** if you plan to bring a special snack. You may also bring a treat bag, but it may not be opened during school.

Invitations to home or off-campus parties may only be distributed at school **IF** all students in the class are invited. Otherwise, the invitations should be mailed by the parents.

### CONSUMER PRODUCT SAFETY COMMISSION RECALL LISTS

Each month the ELA will print an updated list of recalled children's products as determined by the Consumer Product Safety Commission. The list will be available to view in the ELA office, or you can go to [www.cpsc.gov](http://www.cpsc.gov).